

2011 Northwest Montana Fair

INSTRUCTIONS ON HOW TO ENTER YOUR EXHIBIT IN THE FAIR

- This Fair Book is a valuable reference, full of information about what is offered in each department; a schedule of events; concerts, rodeo, and all the other exciting events scheduled during Fair Week. Additional copies may be obtained through the Chamber of Commerce, the Library, at the Fair office, and also online at www.nwmtfair.com.
- Once you have decided on what exhibits you would like to enter, you will need to obtain entry forms and tags. These can be obtained from the Fair office, or if your child is in 4-H or FFA, forms can also be obtained through the 4-H office and online at www.nwmtfair.com.
- Submit your entries online and save time! You can bring your entry forms to the Fair Office; they can be mailed to: Northwest Montana Fair, 265 N. Meridian, Kalispell, MT 59901, or they can be faxed to 756-8936. The deadline for submitting entry forms is August 1, 2011, unless otherwise specified under the individual departments. All livestock entries, including horses, must be in by August 1st.
- There are two (2) different entry forms. One is for livestock and the other for all other exhibits.
- If you are planning on exhibiting in more than 1 department, please be sure to pick up extra forms. For example, if you are entering some of your favorite photos, all the photos you plan on exhibiting can be listed on one form. Please circle the department that you are entering. However, if you are also entering some flowers, for example, be sure to list those on a separate form. You can enter several like exhibits on one form.
- You may enter 4-H and Open animals on the same entry form as long as they are the same species and in the same department.
- The same holds true for livestock. Keep all horses, dogs, sheep, etc. on separate forms, as they are shown in their own respective departments.
- Some departments do require an entry fee (horses, for example, require a \$2.00 entry fee for each class entered), so be sure to check the Fair Book to see whether or not an entry fee is required for the department you are entering.
- Filling out the form:
 1. On the entry form, under the logo, circle whether it is perishable/non-perishable, then 4-H, or Open Classes.

2. Circle the department you are entering.
3. Fill in the department box. The department identification can be found on the first page of each department. Next, enter the section you need. These are always identified by Section number with the name of the section. Then look for the particular class under that section that best fits what you are entering, and enter that in the section column.

EXAMPLE: You may want to enter some huckleberry jelly, and a loaf of bread. It would look something like this: (Refer to Pages 24 and 26 in the Fair Book to follow along). Both of these are on the same Entry Form, as they are the same department:

Dept.	Section	Class	Description	Entry Fee
C	30	39	Huckleberry jelly	(none)
C	34	104	Bread, white	(none)

- If you or family member is showing in 4-H/FFA, you will also need to fill out your entry forms for the livestock. Exhibits other than livestock use the non-livestock form. Circle either 4-H or FFA.
- Once you have your entry forms filled out, you will need to fill out tags. Obtain 1 tag for each item you are exhibiting. Again, fill out the department, section and class numbers to correspond with each exhibit you are entering.
- Entry tags need to be attached to the exhibit and delivered to the building where that exhibit is to be judged by the date and time stated.
- Entry tags come as a 3-part tag. The clerk in each department will give you a copy of your tag, which must be presented in order to claim your exhibit at the conclusion of the Fair.
- **Premiums will be paid by check and mailed.** PLEASE CHECK YOUR ENTRY TAGS AND FORMS TO MAKE SURE YOU HAVE THE CORRECT ADDRESS. ALL PREMIUM CHECKS WILL BE PAID AS SOON AS POSSIBLE FOLLOWING THE FAIR.
- Premiums close on December 31, 2011. If you have not received your premium check by November 1st, please check with the Fair Office. No premiums shall be paid after January 1, 2012.
- EXHIBITOR PASSES are available for \$15.00, good for all five days of the fair.

